

**BY ORDER OF THE COMMANDER
AEROSPACE MAINTENANCE AND
REGENERATION CENTER**

AMARC INSTRUCTION 25-101

27 AUGUST 1997



Logistics Staff

**COMBAT AMMUNITION SYSTEM - BASE
OPERATIONS (CAS-B)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 25-1, *War Reserve Materiel*, and is to be used by the Aircraft Management (LA), Comptroller (FM) and Logistics (LG) Directorates. The main objective is to provide procedural guidelines for the functional responsibilities of LG and the Specialist Support Division (LAS), Egress/Armament Branch (LASG) for the Combat Ammunition System-Base Operations (CAS-B).

SUMMARY OF CHANGES: Changes of office symbols due to reorganization.

1. GENERAL RESPONSIBILITIES.

1.1. Procedures for processing and clearing documents are found in AFM 136-824, Vol I, *Combat Ammunition System - Base (CAS-B): D078Y/IS, Users Manual*, pages 18-1 through 18-8 and AFI 21-202, *Combat Ammunition System Procedures*, Section K. The Supply Division (LGS), Systems Management Branch (LGSP), Document Control will:

1.1.1. File and maintain all CAS-B documents and perform required computer functions in CAS-B.

1.1.2. Use the following procedures to process documents in the CAS-B system:

1.1.2.1. Documents received from the Logistics Support Division (LGL), Packaging Branch (LGLP), munitions inspectors will be placed in the in-basket by the CAS-B computer labeled "document control."

1.1.2.2. Completed documents will be cleared using Program ID (PGM-ID) ISE01A (reference AFM 136-824, Vol I). Documents will either be Condition Code Changes, Issues/Due-Out Releases (DOR), Receipts/ Found on Base (FOB)/Turn-Ins (TINS) Shipments (ship-

ment suspense details), and/or Reverse Post documents.

1.1.3. Once documents are processed in CAS-B, file in the appropriate book according to the transaction identification code (TRIC) action.

1.1.4. Shipment suspense details will be cleared by close of business each day. Every Friday, documents that cannot be cleared will have a "reason why" annotated on the document.

1.1.5. External work files contain source documents which LGSP, Document Control must keep for a specified time. Documents will be filed in notebooks in different categories, i.e., issue (ISU), DOR, REC, FOB. These files are arranged in document number sequence.

1.1.6. Run ISE02A report for delinquent documents weekly.

1.1.7. When Center Support Management Branch (LGSS) first receives a source document it is edited for completeness.

1.1.8. Issue documents become delinquent on the sixth workday after the processed date. Delinquency requirements are modified for some documents because of their processing requirements, i.e., shippers are delinquent 15 workdays after processed date.

1.1.9. If documents become delinquent, LGSP, Document Control will contact responsible section in an attempt to locate said document.

1.2. The munitions monitor will:

1.2.1. Each Thursday, hand-carry the following information to Financial Services Division (FMF), Building 7513. (This must also be done the last workday of each month.) **Note:** This will be done until such time that the automatic interface of the cost billing is modified in the CAS-B system.

1.2.1.1. One copy of each munition issue request (IS517A).

1.2.1.2. One copy of each due-out release request (IS513A).

1.2.1.3. One copy of the weekly transaction register (IS903A).

1.2.2. Provide the customer a due-out validation listing (ISI06A) every Friday.

1.2.3. Establish and process all issues and requisitions documents.

1.2.3.1. Verify the AF Form 2005, **Issue/Turn-In Request** for completeness and authorization.

1.2.3.2. Forward original to LGSS.

1.2.3.3. Check the 501 asset listing for items in "K" condition that can be inspected for issue.

1.2.3.4. Create a due-out in the CAS-B system.

1.2.3.5. Notify LGLP when there is an item in "K" condition that needs inspection.

1.2.3.6. Supply a copy of AF Form 2005 to LGLP.

1.2.3.7. LGLP will inspect items in "k" condition within 2 days of notification.

1.2.3.8. If the item is on hand, LGLP will change the condition code and due-out release the item to the customer and destroy the copy of AF Form 2005.

1.2.3.9. If the item is not on hand, return the copy of AF Form 2005 to LGSS for requisitioning.

1.2.3.10. LGSS will requisition the item and annotate the AF Form 2005 with the requisition number.

1.2.3.11. LGLP will file AF Form 2005 due-out in requisition document number sequence.

2. AMMUNITION DISPOSITION REPORT (ADR).

2.1. LGLP will create all ADRs in CAS-B system.

2.1.1. Unserviceable ADRs will be reported in true condition code or in condition code J. All unserviceable ADRs are reported to Munitions Systems Resource Recovery Office, Hill AFB UT (OO-ALC/LIWOR).

2.1.2. Report serviceable ADRs in condition code J with the actual condition code annotated in the comments section. Serviceable ADRs are reported to HQ AFMC/Director of Requirements (DRWS).

2.2. LGLP will, upon return of disposition instructions, cancel the ADRs out of the CAS-B system and annotate the correct condition code on the document.

2.3. LGSP will create documents based on disposition instructions provided on the ADRs.

3. SHIPMENTS .

3.1. LGLP will produce the shipping document, and will perform all required inspections during initial receiving inspection.

3.2. LGLP will locate and identify items for labeling.

3.3. LGLP will give paperwork to the LGL, transportation assistant for the purpose of determining what type carrier is required.

3.4. LGL, transportation assistant will return DD Form 1387-2, **Special Handling Data/Certification** and DD Form 1348-1A, **DoD Single Line Item Release/Receipt Document** and documents to LGLP who will label property and ensure 355th Transportation Squadron/Freight Services Chief (355TRNS/LGTT) receives the documents.

4. LOGISTICS SUPPORT.

4.1. LGLP will notify 355TRNS/LGTT when munitions are ready to be transported. LGLP will handcarry paperwork, which will include the DD Form 1387-2 and DD Form 1348-1A.

4.2. 355TRNS/LGTT will:

4.2.1. Inspect vehicle and driver credentials; before and after loading, blocking and bracing items; finalize and issue SF Form 1103, **Government Bill of Lading (GBL)** and any other paperwork required to exit AMARC.

4.2.2. Report any discrepancies immediately to the munitions accountable systems officer (MASO).

5. FOUND ON BASE TURN-IN. AMARC Form 22A, **Munitions Process Form** will be used at AMARC to satisfy the requirement for AF Form 2005.

5.1. LASG will:

5.1.1. Remove all flares and loose explosives and ammunition that may be stored in the aircraft.

5.1.2. If approved by the division chief, overtime will be used to ensure easily removable weapons do not stay on the aircraft after normal duty hours.

5.1.3. Accomplish internal gun control IAW AMARCI 31-101, *Safeguarding Firearms and Munitions*.

5.1.4. Remove cartridge-actuated device/propellant-actuated device (CAD/PAD) IAW the AFMC Form

958, **Work Control Document (MEDS)**.

5.1.5. Paint a green cross on the front, left side of the aircraft to indicate all explosives have been removed; or stencil aircraft IAW the AFMC Form 958.

5.1.6. Process all CAD/PAD items removed as follows:

5.1.6.1. For each item, prepare a material condition tag with the following information:

5.1.6.1.1. National Stock Number (NSN), Part Number and Item Description.

5.1.6.1.2. Serial Number/Lot Number.

5.1.6.1.3. Production Control Number (PCN).

5.1.6.1.4. Unit of Issue.

5.1.6.1.5. Quantity.

5.1.6.1.6. Condition Code.

5.1.6.1.7. Inspection Activity.

5.1.6.1.8. Installation Date.

5.1.6.1.9. Removal Date.

5.1.6.1.10. Manufacture Date.

5.1.7. Prepare AMARC Form 22A showing stock number, lot number, unit of issue, quantity, organization shop code, aircraft number and nomenclature.

5.1.8. When items are ready for turn-in, coordinate with LGLP.

5.2. Upon receipt of the items from LASG with the AMARC Form 22A and the Material Condition Tag attached, LGLP, Munitions will:

5.2.1. Verify all the items are received, sign and date the AMARC Form 22A, and return copy 2 to LASG.

5.2.2. Process turn in of munition items IAW AFM 136-824, Vol I.

- 5.2.3. Verify each item with a tag for stock and lot number to ensure they match.
- 5.2.4. Compile a list of stock numbers with the total amount for each lot number.
- 5.2.5. Provide a listing to the materiel handler for input to the CAS-B system. Items will be loaded in "K" condition.
- 5.2.6. Pull the items and transport to Building 7200 for inspection. After the item is inspected, change the condition code. Paperwork is given back to the material handler for distribution.
- 5.2.7. Distribute CAS-B document, copy 1 to LGSP and copy 2 to LARS.

6. RECEIPT PROCESS.

- 6.1. When the item is delivered to Building 7200, LGLP inspectors will:
 - 6.1.1. Match the due-in with the AF Form 2005.
 - 6.1.2. Inspect the item and input into the CAS-B system.
 - 6.1.3. The receipt will be reconciled with the AF Form 2005 and annotated with the requisition number to ensure the correct item is issued.

7. INVENTORY PROCEDURES. The Navy account, FV2374, system designator 88, will be inventoried when the Air Force account is done.

- 7.1. The LGLP materiel handler performs all inventory counts and recounts during the inventory. Coordination will be made with LGSP.
- 7.2. LGSP, Inventory will control inventory procedures and accomplish any inventory adjustments in coordination with LGLP.

8. DIREPS. The DIREP listing will be distributed by the 355th Equipment Maintenance Squadron (355EMS) to LGL. LGL will forward the listing to the MASO, LGF, and LGSS.

9. RECONCILIATION OF MUNITIONS REMOVED FROM AIRCRAFT.

- 9.1. Munition items are removed from aircraft by LASG. LASG will:
 - 9.1.1. Ensure all items are accounted for by verifying items removed against aircraft historical records.
 - 9.1.2. Accomplish the material condition code tags, DD Form series and verify against end item.
 - 9.1.3. Transport items to LGLP.
- 9.2. The LGLP inspector will:
 - 9.2.1. Receive and verify items with the AMARC Form 22A. Sign a copy of the AMARC Form 22A, and provide LASG with a copy.
 - 9.2.2. Annotate all the items by lot and stock number. Items will then be input into the CAS-B system.

9.2.3. Reconcile any items awaiting transportation pick up by 355TRNS/LGTT on a weekly basis.

10. POST-POST PROCEDURES.

10.1. LGSP will receive notification from the system communications officer (SCO) at Site 5 that the computer is down. LGSP will notify the MASO, LGF, LGLP, LGSS and 355 TRNS/LGTT.

10.2. In the event the CAS-B system is down for an extended period of time, issues will be accomplished using AMARC Form 22 and input into CAS-B when it comes up. Off-line requisitions will be called in to Hill AFB, Utah.

10.3. Any issue and due-out release post-post documents will be hand-carried to FMF.

11. MUNITIONS THAT WERE PHYSICALLY DROPPED. Any munition dropped during handling will be put in "J" condition for XB3 items and "F" condition for XD2 items.

OFFICIAL

ANN E. EDWARDS
Chief, Information and Publications Branch